

SECRET

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2 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : Harry E. Fitzwater
Director of Personnel

SUBJECT : NAPA Project Group

1. A Project Group has been formed in the Office of Personnel to review the NAPA recommendations and to recommend modifications to the Agency's Personnel Management System. It is anticipated that this Project will be active for the next several months. The members of this Group are:



25X1A

These officers are located in Room 1001 Ames Building and are on extension
[redacted] (S)

25X1A

2. Personnel in your Directorate may be contacted regarding any of the wide range of subjects under consideration. Your cooperation in assisting this most important activity is appreciated. (U)

Harry E. Fitzwater

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Distribution:

Orig - DDA
1 - Ea. other addressee
1 - OP/PS
2 - D/Pers

OP/PS/ [redacted] : cn (29 Jun 79) 25X1A

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NAPA PROJECT STATUS REPORT and Recommendations Approved by DDCI

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 PROGRESS REPORT ON EXECUTIVE COMMITTEE
 PERSONNEL DECISIONS

March 80

ACTION	APPROVED BY DDCI	PROJECTED COMPLETION DATE	REMARKS/COMMENTS
<u>A Framework for the Agency Personnel System</u>			
<u>Scope and Limitation of the DCI's Authorities</u>			
A. OGC to complete <u>Guide</u> and maintain as current as possible.	18 Dec 79		In progress
B. OGC to develop a law review type article on DCI's special authorities.	18 Dec 79		In progress
<u>B. Criteria for Change</u>			
B. D/PPM responsible for impact analyses of proposed changes.	18 Dec 79	On-going	In progress and will be matter of normal procedure.
C. DDCI to use above in reaching decisions.	18 Dec 79	On-going	In progress and will be matter of normal procedure.
<u>C. Personnel Policy - Approval & Publication of Regulations</u>	STATINTL		
A. Review and revise where necessary [redacted] series to reflect policy and coordinate.	18 Dec 79	June 80	STATINTL [redacted] series reviewed, completed 50% of those needing revision; 40% are being coordinated, & the remainder have been submitted to DDA/Regulation Control Branch.
B. DCI/DDCI approve all new/changed personnel policies.	18 Dec 79	On-going	In process and matter of normal procedure.

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D. Authorities of the Director of Personnel Transfer OP to DCI area	13 Dec 79	29 Dec 79	Action complete
E. Role of Personnel Officers A. Have component head define in AWP role expected of personnel officers.	18 Dec 79	1 Feb 80	Deputy Directors confirmed that AWPs have been developed.
B. Define in supplemental guidance role D/Pers except of component personnel officers.	18 Dec 79	1 Mar 80	Supplemental guidance issued. Action on items completed.
C. Establish Personnel Management Advisory Board	28 Nov 79	4 Jan 80	Charter approved. Board has met three times.
F. OP Focal Point for Component Personnelists A. Focal point not be created.	18 Dec 79	none	No action required.
B. O/PPPM issue an updated functional directory	18 Dec 79	1 Mar 80	Distributed 5 Feb 80. Action on items completed.
G. Office of Personnel Operational Activities Do not delegate operational activities to Directorates.	Deleted	none	No action required.
H. "E" Career Service Retain "E" Career Service but with more rotations.	18 Dec 79	On-going	Head, "E" Career Service so notified on 10 Jan 80. No further action required.

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<u>Personnel Selection and Development</u>			
I. <u>CT Selection and Placement</u> Defer action pending receipt of IG Study	15 Jan 80	None	No action at present.
J. <u>Vacancy Notice System</u>			
A. Compile list of occupational families to be used in Agency-wide vacancy notice system.	15 Jan 80	1 Mar 80	Staff study on the mandatory use of vacancy notices Agency-wide for certain positions common to more than one career service discussed at PMAB meeting on 21 February 1980. List of suggested positions developed.
B. O/PPPM assess the feasibility of requiring mandatory vacancy notices given current resources and report back to the Executive Committee.	15 Jan 80	1 Apr 80	Feasibility of implementing suggested positions assessed by O/PPPM.
C. O/PPPM inform employees of the results of the above studies, expedite distribution of notices, reduce response time to 2 weeks and to gain release of employees selected within 3 weeks.	15 Jan 80	1 May 80	Notice pending outcome of feasibility study and subsequent Executive Committee recommendation.

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K. <u>Movement into Professional Ranks</u>			
A. Ensure job descriptions and standards accurately reflect educational criteria	15 Jan 80	1 March 80	DDs notified on 28 Feb 80.
B. Verify the need for a college degree in vacancy notices.	21 Feb 80	1 March 80	DDs notified on 28 Feb 80.
L. <u>Occupational Career System</u>			
Consideration delayed pending completion of Information Handling Study, Agency-wide vacancy notices for some occupational families study and, the study on consolidating some skill groups under fewer panels.	15 Jan 80	1 June 80	Studies on vacancy notices for some occupational families and consolidating some skill groups under fewer panels underway. Completion of Information Handling study projected for mid 1980.
M. <u>Rotational Assignment Policy</u>			
SIS executive development program to be used as decision document for this issue.			
N,O,P & Q <u>Personnel Evaluation Boards and Panels</u>			
A. Retain the concept of competitive evaluation for supervisory and senior positions.	15 Jan 80	1 March 80	Deputy Directors certified that guidance to evaluation boards and panels conform with these approved actions.

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B. Panels to be advisory to the Heads of Career Service and Subgroups.	15 Jan 80	1 Mar 80	Deputy Directors certified that guidance to evaluation boards and panels conform with these approved actions.
C. Exceptions to panel promotion recommendations to be documented and approved.	15 Jan 80	1 Mar 80	Deputy Directors certified that guidance to evaluation boards and panels conform with these approved actions.
D. Distinguish in guidance to boards/panels between evaluation for performance and evaluation for potential.	15 Jan 80	1 Mar 80	Deputy Directors certified that guidance to evaluation boards and panels conform with these approved actions.
E. Two basic functions of boards/panels are to recommend for promotion and identify those with high potential.	15 Jan 80	1 Mar 80	Deputy Directors certified that guidance to evaluation boards and panels conform with these approved actions.
F. Develop uniform guidance and precepts for all board/panel operations.	15 Jan 80	1 Apr 80	Staff study on uniform precepts for CIA personnel evaluation boards and panels deliberated at 29 Jan 80 PMAB meeting; resulting recommendation forwarded DDCI and slated for EXCOMM meeting in mid-March. All of the above to be incorporated into the personnel management handbook.
R. Labeling Positions as Professional and Clerical			
A. Maintain three categories; professional, technical and clerical.	15 Jan 80	not set	D/NFAC and D/EEO to further study.
B. Use OTR courses to discourage use of labels.	15 Jan 80	1 Mar 80	DTR will have all future course offering discourage use of labels.

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<u>Manpower Planning, Recruitment and Separation</u> S&T <u>Flow-Through Policy and Personnel Reductions</u> Reflect Agency Flow-Through and Personnel Reduction Policy as addressed in the 13 November 1979 Notes from the Director of "Reasonable Career Opportunities" in an Agency-wide handbook.	15 Jan 80	1 Sept 80	Drafting has begun on the Personnel Management Handbook. Each section will be drafted independently, reviewed by the PMAB and submitted for DDCI approval.
U. <u>Low Three Percent Out Concept</u> STATINTI Confirm [redacted] "Low Three Percent Ranking", as Agency policy.	15 Jan 80	1 Apr 80	Low three percent ranking confirmed in the Uniform Precepts for CIA Personnel Evaluation boards and panels paper awaiting DDCI Approval.
V. <u>Non-Competitive Transfers(to other Federal Agencies)</u> Determine if CIA has the same civil service rights as Foreign Service Personnel	15 Jan 80	on-going	9 Jan 80 - determined that Foreign Service has transfer rights & DDCI advised. Letter to OPM requesting contact to explore non-competitive appointment rights for CIA employees sent 22 Feb 80.
W. <u>Agency's Obligation to Employees</u> Asked DCI MAG to consider dilemma presented by obligation to employees vs. DCI's special authorities.	15 Jan 80	4 Feb 80	DCI MAG suggests not publishing anything that might dilute the DCI's authorities. Suggest item be dropped from action list.

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<u>Personnel Program Evaluation</u>			
<u>X. Personnel Management Evaluation Program</u>			
A. D/PPPM develop tools for line manager use in assessing effectiveness of personnel management programs.	15 Jan 80	On-going	In progress and will be a matter of normal procedure.
B. D/PPPM responsible for agency-wide personnel management evaluation. Career Service heads responsible for evaluating own system within context of revised APP as much as possible.	15 Jan 80	1 June 80	OPPPM developing revised APP for FY 81. Career Service heads will be asked to determine their needs during March 80. Revision will include partial computerization and Career Service needs.
<u>Z. Personal Rank Assignments</u>			
Retain the present concept with monitoring by the D/PPPM.	15 Jan 80	1 Sept 80	Along with being retained in regulation and practice, concept will be confirmed in the Personnel Management Handbook.
<u>AA. LWOP for Employee Spouses</u>			
Deferred any action awaiting completion of the DDA Task Force paper on the subject.	None	None	None

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<p><u>dditional Item</u></p> <p>Review bottleneck in career progression of secretaries at GS 08 and 09 level.</p>	DCI request 6 Dec	1 May 80	Staff study on career advancement opportunities for senior secretaries prepared and scheduled for discussion at 19 March PMAB meeting.

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